

Westwood First Presbyterian Church  
Sexton Duties—October 2022

- Work with pastor, facilities coordinator, church groups and outside group liaisons to ensure that building is ready for use. Duties will include moving tables and chairs, set-up, and take-down of tables and equipment.
- Open the church and prepare sanctuary and common areas for worship and post-worship activities.
- Operate church HVAC systems (turning on, regulating temperature, etc.) during respective seasons and advise when repairs might be needed.
- Regular trash and recycle removal from building and bus stop area.
- Make sure building is locked, and alarm is armed every evening
- Custodial activities, including making certain that lights, faucets, and appliances are shut off daily.
- Building upkeep, including changing batteries and light bulbs, making sure that everything is in working order, and that facilities are stocked with paper towels, toilet paper, soap, etc.
- Making minor repairs as needed (clogged sinks/toilets), and helping determine when outside vendors (plumbers, electricians, etc.) may be needed.
- Serve as contact person for various outside vendors, inspection agencies and accompany inspectors, etc.
- Minor snow removal tasks as needed: shovel walkways and spread salt.